



Maple Valley City Update

June 2022

Events & Activities

From the Desk of Laura Philpot

May 4	<ul style="list-style-type: none"> • Planning Commission
May 7	<ul style="list-style-type: none"> • Farmers' Market
May 9	<ul style="list-style-type: none"> • City Council Meeting
May 11	<ul style="list-style-type: none"> • Parks and Recreation Commission
May 14	<ul style="list-style-type: none"> • Farmers' Market
May 17	<ul style="list-style-type: none"> • Economic Development Commission
May 18	<ul style="list-style-type: none"> • Finance Committee • Planning Commission
May 21	<ul style="list-style-type: none"> • Farmers' Market
May 23	<ul style="list-style-type: none"> • City Council Special, Executive and Regular Meetings
May 28	<ul style="list-style-type: none"> • Farmers' Market

"Darkness cannot drive out darkness; only light can do that. Hate cannot drive out hate; only love can do that"

~Martin Luther King, Jr.

On May 31, 2022 President Biden proclaimed June 2022 as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex Pride Month. He called upon all of the people of the United States to wave the Pride flag high.

What many may not know is the majority of Pride events are held in June to commemorate the anniversary of the Stonewall Rebellion in New York City on June 28, 1969, which most historians consider to be the birth of the modern LGBT movement. At the time, police raids on bars catering to LGBT patrons were common, but that night, the patrons of the Stonewall Inn fought back. While historical accounts of the night vary, the violent response ignited a national firestorm of activism that brought new visibility to the struggle for LGBT equality.

I am proud to say the City of Maple Valley has the Pride Flag hung at City Hall for the month of June. Everyone, no matter who they love, deserve to have an equal place in our democracy. Everyone deserves to feel safe and welcomed in their place of work, where they attend school and where they live.

There is more work to be done to combat discrimination on the basis of sexual orientation and gender identity.

Celebrating Pride Month is a way for Maple Valley to show our residents that we stand with them and value them as a part of our community.



ECONOMIC DEVELOPMENT

Support the development of the Legacy Site through industry and business contacts

Identify opportunity to attract investment opportunity for Maple Valley

Work collaboratively with King County to activate Summit Place (122 acres) which will increase economic activity in Maple Valley and provide more employment opportunities for residents

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Work collaboratively with King County to activate Summit Place (122 acres) which will increase economic activity in Maple Valley and provide more employment opportunities for residents

Increase tourism visibility for Maple Valley by promoting the outdoor recreation amenities and large events which will attract new spending dollars for the community

Work with the Chamber to find ways to support and grow our existing businesses Bring in new businesses to grow employment opportunities for our residents Support the existing businesses as they recovery from impacts to due to COVID-19

Bring private entertainment to Maple Valley providing options for local families to stay in Maple Valley

PARKS & RECREATION

Support staff to maintain parks and facilities to established standards through the Maintenance Management Plan

Continue to provide recreation opportunities for the community that enhance quality of life Support and provide events that create community

Maintain healthy partnerships with local organizations such as Arboretum, Farmer's Market, Elk Run Farm, etc. Support enhancements of park system through capital improvement projects

PUBLIC SAFETY

Continue to work with the King County Sheriff's Office in providing good police services to City citizens through the existing contract

Increased participation in National Night Out and Neighborhood Watch Meetings Jump start our Explorer Program and solicit new members through the TSD

Be prepared for the reemergence of our annual community events, with the addition of our marquis event, 2021 IRON-MAN 70.3!

Participate in localized emergency preparedness drills utilizing the City's newly updated Comprehensive Emergency Management Plan and the new Emergency Operations Center

Improve the continuity of operations and continuity of government planning Establish a community & police clean-up campaign to build rapport with our citizens

PUBLIC WORKS

Support the implementation of the City's six year Transportation Improvement Plan and staff's efforts to seek grant funding

Support staff to continue to improve right of way landscaping, pavement management, and flood control Continue to support City staff's efforts to keep Maple Valley NPDES compliant

Continue to support the Public Works staff in efforts to improve water quality of storm runoff Continue involvement in regional groups dealing with transportation issues

QUALITY CITY SERVICES

Improve the City's customer service and public opinion of their local government

Through innovative ideas and technologies, increase citizen access to their local government

Continue to support efforts of Black Diamond, Covington, and Maple Valley in identifying opportunities where the three communities can work together/share resources to maximize efficiencies and better use public funds Continue strong participation in the Sound Cities Association and associated committees

Continue to work with Federal, State and County elected officials on legislation that impacts Maple Valley and our region.

COMMUNITY DEVELOPMENT

Adopt Downtown Standards and Guidance code amendments to create the heart of Maple Valley Support the development of the Legacy Site through land use planning

Adopt code amendments to improve future development in commercial zoned areas Continue to provide excellent customer service through permit review, issuance, and inspection

The City Council and City Manager represent the City's interests in a wide variety of meetings, both local and regional. Over the last month this representation has been active in the following:

SEAN P. KELLY, MAYOR

- Agenda Review Meeting
- Meeting KC Executive Constantine & Sheriff Cole Tendall
- Community Leader Group Meetings
- Maple Valley Rotary PM Meeting
- Annual Tri-City meeting
- Opening Day of the MV Farmers Market
- SCA Legislative Debrief
- South End Mayors Meeting
- Fred Meyers 100th Anniversary!
- City Manager Review
- Briefing with King County Public Health
- Maple Valley Chamber Luncheon (State of the City)
- Meeting w/LDS Leadership
- THS - President's Volunteer Service Awards
- City Council Special Meeting-Interviews
- Tahoma National Cemetery - Memorial Day
- Congresswoman Kim Schrier Townhall meeting

SYD DAWSON, COUNCILMEMBER

- Council meetings
- Staff wellness - Monday Meditations in May
- Tri-Cities joint meeting at Covington
- SCA Legislative Debrief
- Maple Valley Farmers Market kick off and city booth
- Council Finance Committee
- City Ambassador sub-committee
- Legacy Site Master plan sub-committee
- Maple Valley Historical Society Board meeting
- Greater Maple Valley Community Center Board meeting
- Congresswoman Kim Schrier Town Hall

DANA PARNELLO, DEPUTY MAYOR

- City Council Regular Business Meetings
- City Council Study Sessions - Downtown Standards and Guidelines
- City Manager/Mayor Agenda Review Meetings
- City Council Executive Sessions
- Tri-City Meeting with Cities of Black Diamond and Covington City Councils
Attend Maple Valley Farmers Market Booth
- Downtown Design Study Session Meeting Format Pre-Meeting
- King County Affordable Housing Coalition Meeting
- Sound Cities Association Caucus Meeting for Affordable Housing Coalition
- Tahoma President's Volunteer Service Awards night
- Meeting with Councilor Burberry
- Meeting with Tahoma School Board member Haley Pen-dergraft
- Legacy Site Master Planning Subcommittee meeting
- Sound Cities Association Deputy Mayors and Council President's meeting
- City Mascot/Ambassador Meeting
- Meeting with City Manager & Planning Staff re King County Affordable Housing Committee pilot program for certification process comp plan updates
- Library Advisory Board Candidate Interview

DIDEM PIERSON, COUNCILMEMBER

- City Council Meetings
- Council Finance Committee
- Fred Meyer 100th Anniversary Celebration
- Chamber of Commerce Luncheon
- Annual meeting with Covington and Black Diamond City Council
- Meetings with Citizens
- Save Cedar River Informational Meeting

The City Council and City Manager represent the City's interests in a wide variety of meetings, both local and regional. Over the last month this representation has been active in the following:

LINDA JOHNSON, COUNCILMEMBER

- City Manager Evaluation
- City Council Photos
- City Hall Phones
- Meeting regarding asphalt plant on Hwy 169
- SCATBd
- Chamber luncheon
- Meal train

VICTORIA SCHROFF, COUNCILMEMBER

- Regular Council Business Meetings
- Panelist on K4C Virtual Town Hall
- Informational Meeting on The Asphalt Plant
- Annual Tri City Meeting
- SCA Legislative Debrief
- Farmer's Market Booth
- Finance Committee Meeting
- Gnome Ambassador Sub-Committee Meeting
- Legacy Site Sub-Committee Meeting
- Kim Schrier Town Hall

LAURA PHILPOT, CITY MANAGER

- Employment Security Department Hearing for Food Bank
- REACH Meeting (weekly)
- Clubhouse discussion
- Staff Wellness Event
- SCA Briefing with King County Public Health
- SCA CM/CA Meeting (Mercer Island)
- Community Leader Group Meetings
- Annual Tri-City Meeting (Covington City Hall)
- SCA Legislative Debrief
- Seattle Women's Leadership Monthly Meeting
- 2022 Budget Amendment Review
- King County Sheriff Oversight Committee Meeting
- Maple Valley Days Coordination
- Fred Meyer's 100th Anniversary Celebration
- May Chamber Luncheon
- Finance Committee Meeting
- King County Sheriff Oversight Contract Cost Increase
- Discussion
- City Mascot/Ambassador Creation Discussion
- City Clerk Interviews
- Meeting with TSD Superintendent
- City Council Special Meeting
- Meeting on pilot for AHC Certification
- Legacy Site master planning subcommittee meeting
- Community Coalition Coordinator meeting
- Summer Park's Safety planning meeting
- IRONMAN Planning
- Food Bank Strategic planning meeting

FACT (Future Actions, Conversations & Tasks)

FACT SHEET PROCEDURES PER CITY COUNCIL RESOLUTION NO. R-21-1554 APPROVED APRIL 26, 2021.

Placing Items on the FACT Sheet.

- Only City Councilmembers can recommend that items be placed on the FACT Sheet. Thereafter, an item may be placed on the FACT Sheet only with concurrence of the City Council at an open public meeting of the City Council.

Removing Items from the FACT Sheet.

- City staff and City Councilmembers can both recommend that items be taken off the FACT Sheet. Thereafter, an item

FACT—Future Actions, Conversations & Tasks

Initiated By	Date	Item	Description	Due Date Department	Date Re-solved	Notes
Councilor Johnson	11-13-2018	Art Requirements and/or Incentives	Review the municipal code and development regulations to encourage and/or incentivize more public art within our city.	Community Development/Economic Development		Proposed 2022 Planning Commission Work Plan includes this item as a future parking lot work plan item. This work will likely need to be considered as part of the 2023 Work Plan or if time allows in 2022.
Councilor Johnson	9-9-2019	Tree Retention	Bring tree retention code back to Council for review.	Public Works/Community Development		This PC work is included on the 2022 PC Work Plan. Council has directed staff to encourage the Planning Commission to bring a recommendation to Council by end of year.
Councilor Dawson	91-21-2020	Evaluate Short Term Rentals	Review short term rental activity (such as Airbnb and VRBO) within City limits.	City Manager/Economic Development Commission		During the joint meeting with the City Council in January, the EDC discussed their work on evaluating short-term rentals. It was stated that short-term rentals from an economic development standpoint is likely OK, but the City's Planning Commission should consider other consequences associated with short term rentals in the City. After evaluation of the City's existing code with the City Attorney, it was determined that rentals other than B&B's in the city are not permitted when renting on a less than monthly basis. Staff plans to bring this discussion to Council in July.

FACT (Future Actions, Conversations & Tasks)**FACT—Future Actions, Conversations & Tasks**

Initiated By	Date	Item	Description	Due Date Department	Date Re-solved	Notes
Councilor Johnson	7/27/2020	Shrubs and Ground-cover Standards	Consider putting shrubs and groundcover standards on a future planning commission work plan.	Community Development		2022 Planning Commission Work Plan includes this item as a future parking lot work plan item. This work will likely need to be considered as part of the 2023 Work Plan or if time allows in 2022.
Councilor Dawson	5/24/2021	Work with WSDOT to reduce speed limit on SR 169	Work with WSDOT to have a consistent speed limit of 35 mph along SR169 through the City Limits.	City Manager/ Public Works		Staff met with WSDOT on May 12, 2022. WSDOT has completed their speed studies. They believe they can support a speed reduction to 40 mph from SE 253 rd Pl to SE 240 th Street where currently the speed limit is 45mph. WSDOT is reviewing options to reduce the speed between SE 260 th St to SE 253 rd Place to 35mph. They believe the City will have to narrow the corridor in order to do this but will come back to staff with options.
Mayor Kelly	6/28/2021	Heating and Cooling Centers	Bring back a more robust plan regarding heating and cooling centers (or locations) in cases of extreme weather conditions.	Emergency Management		The Heating and Cooling Subcommittee is scheduled to meet week of June 13 and a report to the full council is scheduled for June 27.

FACT (Future Actions, Conversations & Tasks)

FACT—Future Actions, Conversations & Tasks

Initiated By	Date	Item	Description	Due Date Department	Date Resolved	Notes
Dep Mayor Parnello	7-12-2021	LW Golf Course Club House	Council asked that Staff bring back an update of the Golf Course Club House Project.	Parks and Recreation	4/23/22	City Council approved design contract for new Clubhouse at LWGC on 4/23/22 and design work begins the week of 6/13/22.
Mayor Kelly	9-13-2021	Recology Satisfaction Survey	Work with Recology to do a survey measuring the customer service of our current waste haulers and their overall performance.	Public Works	4/25/22	Recology shared the survey results to the City Council during the April 25, 2022 meeting. A follow-up survey is planned for fall 2022.
Mayor Kelly	9-27-2021	Citywide Survey	Work with the Communication Subcommittee to develop a citywide survey	City Manager		Staff has received five responses to our RFQ. A group of staff volunteers will meet to discuss the responses and rank the top vendor who will be recommended to the Council Communication Committee.
Councilor Dawson	11/08/2021	Kindness Connects Billboard		Community Resources	June 2022	Stephanie has confirmed the billboard is available October 24, 2022 – Nov. 27 th , 2022. The cost of the billboard per is not to exceed \$6,370. A contract with Lamar of Seattle has been executed.
Mayor Kelly	11/08/2021	Shopping Cart Best Practices	Requesting 2 nd quarter next year, Bring back what other cities are doing.			Staff has reviewed regulations from Auburn. Their code allows the city to bring civil enforcement and impound the shopping carts and invoice the owners for a \$30 administration fee and a \$70 disposal fee per cart. Staff is prepared to bring back to a future council meeting for further discussion.

FACT (Future Actions, Conversations & Tasks)

Initiated By	Date	Item	Description	Due Date Department	Date Re-solved	Notes
Deputy Mayor Parnello	11/22/2021	Lake Lucerne & Pipe Lake	Review if public access to Lake Lucerne/Pipe Lake is possible on the existing publicly owned land/dock	Public Works		Staff brought forward information to the City Council during the April 25, 2022 Council meeting. Staff plans to follow-up with options for council deliberation.
Mayor Kelly	11/22/2021	Emergency Plan for Council Meetings held at LW Lodge	Overview/training to council in Jan. about what to do in case of emergency during a council meeting	City Manager/Emergency Management	4/25/22	This has been completed.
Deputy Mayor	01/24/2022	Garbage service during inclement weather	Request Recology provide a credit to customers who missed service during the inclement weather event	Public Works	4/25/22	During the April 25, 2022 Council meeting, Recology reported on the inclement weather and proposed credit to residents.
Mayor Kelly	01/24/2022	Investigate Issaquah Ordinance related to unreported crimes	Review the newly adopted ordinance in Issaquah that revokes business' licenses if they fail to report crimes and report back to Council	City Attorney		City Attorney is watching the Issaquah implementation and will report back to Council.
Councilor Schroff	4/25/2022	Community shuttle	Evaluate the feasibility of creating an intra-agency shuttle or tri-city shuttle option	Public Works		This will be proposed as part of the 2023 work plan.

DEPARTMENT UPDATE

News Releases Issued:

- City Seeks Library Advisory Board Volunteers
- 2022 Maple Valley Family 4th Event Returns
- 2022 Maple Valley, Black Diamond and King County Spring Recycling Event
- Maple Valley Days Parking, Shuttle, Road Closure Details
- Public Hearing Scheduled for May 23, 2022 City Council Meeting
- Notice of Public Hearing – 2023-2028 Six-Year Transportation Improvement Project
- City Seeks Salary Commission Volunteers
- Community Grants Applications to Go Live in July for 2023 Funding
- Notice of Application – Non-Project Zoning Code Amendments Regarding the Downtown Design Standards and Guidelines and Right-of-Way Design Elements SEPA

Other:

- Met with consultants to begin community survey process
- Scheduled a number of posts for Mental Health Awareness Month
- Posted zoning video to our YouTube channel and Facebook page
- Worked with school district to put together a handout for councilmembers and school board members to give out during Maple Valley Days parade – also ordered sashes for everyone to wear
- Posted about the return of the Family 4th event
- Made City edits to the Chamber's 2022 directory
- Worked on Council mailer – waiting for drafts to be approved then will get printed/mailed out
- Promoted and attended Bike Everywhere Day booth at Summit Park

Social Media Updates: Data from May 1, 2022 – May 31, 2022

Facebook Followers: 6,363

New Facebook page likes: 53

Facebook Page Visits: 1,490

Facebook Page Reach (# of people who saw any content from our page): 16,626

Total Instagram Followers: 175

New Instagram Followers: 14

Instagram Profile Visits: 50

Instagram Reach: 121

Post with most clicks: May 6 – ATTENTION DRIVERS: Witte Road closed for pavement repairs (Reach: 9,221)

Post with most reactions: May 10 – MARK YOUR CALENDARS | Family 4th event is back! (Likes and Reactions: 116)

Event with most responses: – There were no events in May listed on Facebook

DEPARTMENT UPDATE

Welcome to summer! Maple Valley Days is right around the corner so we know summer is here!

The newly formed Administrative Services Department includes the City Clerks, Communications, and Emergency Management Divisions will continue to collaborate to serve the community in the same fashion. IT and City Clerks staff are continuing collaboration on projects for the coming year to enhance the City's communication and continuity to include phone systems, contract tracking system, and the City website Request for Proposal (RFP). Andrew, the new City Clerk, continues to be a main stay at the Senior Lunches through the Community Center, as well as, managing contract routing, and facilitating the City's Economic Development Commission meetings. Moving forward the Deputy Clerk position will support Public Arts Commission. Just one last reminder, PASSPORT APPOINTMENTS ARE BACK...and now booking through September.

Council's commitment to increasing community resilience is another step forward. Since summer will likely consist of high temperatures be sure to have preparedness kits for work, home, and your car to include sun-block, water, and sunglasses. Staff continues to participate with Puget Sound Regional Fire to work on a Strategic Plan for training and exercise opportunities in 2022, as well as, Staff has Incident Command training and continues to work toward the participation in the Cascadia Rising Exercise in 2022, which has changed to a virtual style exercise instead of an in person event. The PSERN Radio system implementation continues and coordination between staff and the contractors is moving along. Emergency Management staff with support of Council are continuing work to solve a long-term solution for the community to set up cooling and warming locations to accommodate community members needing reprieve from those extreme weather days.

Clerk's Office activities continue to include, website updates, peddler's license, records management, public disclosure requests, supporting City Council, Economic Development Commission, Community Development activities, and Emergency Management efforts. Clerk's staff assisting with the virtual/hybrid meeting at the Lodge, as well as, assisting with Wellness Committee work. Clerk's staff also continues to participate in REACH Committee, Wellness Committee, and the Employee Benefits Committee.

Stats for the month of March are as follows:

- Passports: May - 45 (Assisted with Walk-In Passport Renewals)
- Notaries: May - 18
- Public Records Requests: May - 11
- Pet Licenses: May - 12
- Website Updates : May - 90
- Contracts (including Amendments and Change Orders): May - 15

DEPARTMENT UPDATE

Summer Staff Recruitment

Recreation staff is busy preparing for another great summer including hiring nearly 40 temporary staff to fill a number of roles including Beach Managers, Lifeguards, Concessions, Camp Managers, Cam Leaders, Recreation Attendants, Customer Services Reps, and Park Maintenance.



Camp Wild

This popular summer camp has earned a reputation as one of the best in the area. In an effort to increase access for families to register and bring the camp to more kids, staff introduced a lottery style registration with Maple Valley residents getting first chance for up to four weeks of camp. The new process was successful in accomplishing the goal to increase the opportunity for Maple Valley youth to sign up for the program as all weeks include more residents than ever before.

Lake Wilderness Lodge

The busy wedding season is upon us and our weekends at the Lodge are fully booked weekends and the weekdays are busy again. Our great CSR crew have exemplified their flexibility and great customer service allowing last-minute outdoor weddings based on our ever-changing and unpredictable spring weather. Lodge rentals have evolved and so must the facility contracts! Staff met to discuss contract updates and preparing to streamline for better efficiency.



The team worked on beautification of the flower beds around the Lodge and continues to ready the tented courtyard for clients and has purchased customized Giffy Barrel tops to create a cocktail table out of the barrels. The lighting is partially installed and has been appreciated by renters.



Lodge Audio-Visual Update

Staff worked with IT on the replacement of the Lodge main floor A/V jack as it has failed and can no longer be repaired. The addition of the Airtame unit to the lodge AV system allows any device with the app or mirror casting to connect wirelessly to the Airtame or use our laptop to do the same.

DEPARTMENT UPDATE (continued)

Consistent wet weather made Farmers Markets a bit challenging in May however the Parks Maintenance team addressed localized areas of puddling, worked with Public Works to regrade the drive to eliminate potholes, and assisted with set up/take down of the city booth. Parks staff also fit in mowing and spraying for weeds throughout all the parks during the wetter than normal conditions. A considerable amount of time was also spent weeding flower beds around the Lodge, in localized areas within Lake Wilderness Park, and the Summit Round-a-Bout. After weeding, new annuals were planted in these areas to bring color for the spring/summer season.



While the team continues to prep for June events, staff are especially proud to have worked in coordination with Gaffney Grove Disc Golf Association (GGDGA) in clearing and providing an area for a practice tee located at the Gaffney Grove Disc Golf entrance. With the ever-growing popularity of disc golf, this will provide the public an opportunity to practice while waiting to play the course. Parks staff cleared the area, regraded the parking lot, and installed split rail fencing to create a formal entrance. Volunteers from GGDGA added woodchips and we've heard great feedback from the public since installation.



Community Resources

In May the Community Resource Coordinator participated in several monthly meetings focused on wellness, equity, and community resources. The highlight of the month was the "Monday Meditation" series offered to city staff as part of the wellness program and in recognition of Mental Health Awareness month.

On May 7th, members of city council promoted Mental Health Month at a booth during the first Farmers Market of the season. Additionally, on May 28th the city's Mental Health First Aid trainer talked with people and encouraged participation in the free Mental Health First Aid trainings available over the summer months. These trainings will focus specifically on youth mental health and will be a valuable resource for anyone who works or lives with youth.

The May edition of the Counselor's Corner Blog focused on Mental Health Awareness Month. You can find this and previous month's blogs on the city website [Counselor's Corner | Maple Valley WA](#).

Looking ahead, there will be a community wellness event on June 9th 6:30 – 8:00pm at the Tahoma High School PAC. This event will be a parent/caregiver education night regarding social media safety with a live panel for Q&A to follow the streaming presentation. Register [HERE](#), if interested in attending.

DEPARTMENT UPDATE

The Finance Department commenced the budget requests the first week of May. Our initial priority was to help facilitate three major components citywide: operating budgets to perform general government services, including new program enhancements, salaries and benefits that will address our most valuable assets-our employees and how we will design impacts of the cost of living, and capital projects planned for city priorities for transportation, parks, and city infrastructure including adequate funding sources. As each department provides their baseline requests, many collaborative workshops have been done to update both operating budgets and capital projects. At the tail end of the month, revenue will be our big focus as data will be compiled to set the stage for revenue forecasting in June. The goal then is to provide some clarity to the question-Will revenues be sufficient to support the expenditures for services?

FINANCE

- Payroll
 - Processed Payroll for the month and benefit payments
 - Processed New Hires/Termination/Step Increases/ Probations completed
 - Premium Pay/GF Bonus Pay set up and paperwork provided to the 13 recipients
 - Leave balance correction with Incode Support fixed
 - Account updates with IT
 - AWC updates for new 5/30 rates
 - HR document updates on ESS
 - Incode table matrix completed for 5/30
 - Scenario questions
 - Accounts Payable (AP) Related:
 - Audit of all invoices processed
 - Finance Committee packet completed and sent to committee
 - Contract updates and edits
 - PO request form help
 - Misc vendor phone calls and updates
 - Debt service payment reviewed and payments made for June 2022
 - 4 Purchase Orders completed for PW & IT
 - EFT Prenote process completed
 - Credit Card fraud- P&R 4 card cancelled and reissued
 - New processes discussed
 - Vendor updates
 - Excise Taxes completed for April 2022
 - Budget Related:
 - Parks Projects entered in Incode
 - Over 75 Expense GL accounts created
 - New T Project added
 - Expense accounts created and time activities added to timesheets for applicable employees
 - 2022 Salary Survey Adjustment calculations & review in budget amendment
 - Miscellaneous department budget meetings & emails
 - Financial Statement 2021: Note 4/7 review and work

DEPARTMENT UPDATE (continued)

- Roles updated with new Costing Centers
 - Project creations
 - HR Budget meeting
 - Finance Budget meeting
 - Fuel numbers confirmed for Parks
- AR Related:
 - Preparing for RoW billing through April 2022
 - Meeting with CD/Police/Fire about overdue accounts
- Police Cost Allocation spreadsheet updated for 2023-2024 and sent to the Chief
- OT Template sent out to all applicable departments
- Participated in Bike Everywhere Day Booth – over 30 people in attendance
- Red tag letter with Fire Department
- Utility bills
- Joint Utility Trench billing
- Account correction for cashiering- clears up two outstanding accounts
- Special license application billed for MV Days
- Miscellaneous:
 - Wellness WA529 lunch & learn completed
 - Kahoot meeting for 6/3
 - General staff help
 - Business licensing items
- Accounts Payable
 - Entered invoices and credit cards processed into Incode
 - Scanned invoices, saved in approval folders, filled out any necessary worksheets
 - Downloaded and saved daily bank statements and filled out the cash receipts balancing spreadsheets
 - Downloaded all PSE invoices, saved in approval folders and filled out coding worksheet
 - Sorted through emails in Finance 2 inbox, filed, sorted, saved invoices in approval folders, etc.
 - Payroll Related:
 - Payroll audited
 - Updated/approved leave accrual and payroll packets in Incode
 - Reviewed debt service payments
 - Reviewed LWGC reimbursement submissions (7 packets worth)
 - Correspondence sent to vendors about missing invoices and invoice discrepancies
 - Organized February cashiering backup
 - Participated in budget workshop with IT/GIS/Finance Director
 - Cash Management:
 - Audited the remaining CD cashiering packets from April
 - Discussed P&R cashiering process with P&R Dept and talk about P&R credit card info I need to give to a vendor for payment
 - Participated in Wellness Event: Group walk around LW Park before staff meeting
 - Volunteered: senior lunches
 - Participated in AV Maple Room training

DEPARTMENT UPDATE (continued)

- Worked on researching travel, trainings and memberships to assist with Finance operating budget
- Downloaded/processing all 17 credit card statements from US Bank
- Audit/Budget
 - Reconciled missed budget amendments from 2021 in capital project funds
 - Addressed Questica user inquiries
 - General accounting – started month end reconciliation with LWGC
 - Finalized Financial Statement Notes, MD&A, and submitted to SAO before deadline
 - Worked on Budget adjustments and capital expenditures
 - Prepared April Month end journals and revenue reconciliation
 - Recorded Assets for 2022
 - Worked on budget adjustments- GLs codes spreadsheet to upload in Incode
 - Questica – added new cost centers
 - Prepared Sales tax data for year 2018- 2022 for projections
 - Created year 2022 sales tax analysis dashboard for ongoing analysis
 - Meetings with departments for capital projects/budgeting
- Administration: Finance Director
 - Meetings: Staff, City Manager, and other stakeholders:
 - Check-in Meeting: Sr Financial Analyst, IT Analyst, City Manager, GIS Manager
 - IT/GIS Project meeting
 - Attended Tri City meeting
 - Oyster Team Meeting-impact on 2022 Police Cost Services
 - Meeting with Accountant regarding budget impacts
 - Meeting with Public Works on Fleet Replacements & budget amendment impact
 - All Staff Meeting
 - Meeting with Public Works on Capital Projects/Budget Amendments
 - Meeting with various stakeholders on AR Delinquent Accounts/next steps
 - Open gov integration with Incode: meeting with Sr. Financial analyst & IT Manager
 - Attended Legacy Site Master Planning subcommittee meeting on 5.25.22
 - ARPA Grant Management
 - Meeting with Covington WD: Utility Assistance Grant Program
 - Participated in AWC Roundtable Meeting
 - Provided draft agreements to Covington WD & Cedar River for review. A risk assessment still needs to be drafted and performed prior to executing contract.
 - Reviewed CFRS risk assessment and monitoring guidelines.
 - Met with Recovery Fund Specialist and brainstormed on other ways to help stimulate economic growth & change in reporting.
 - Began developing operating budget to enter
 - Scheduling meeting with Finance team for needed account setup for various programs.
 - 2022 Budget/Monitoring

DEPARTMENT UPDATE (continued)

- Presented 2022 Quarter I budget report at 5.9.22 Council Meeting
- Reviewed/finalized impacts of Budget Amendment, Carryforwards, and Capital Project Requests received by Departments
- Met with HR Manager/Payroll on implementation of salary survey proposed and bonus/premium pay logistics & budget amendments
- Met with City Manager on proposed Carryforwards and budget amendments.
- Reviewed and authorized Journal Entries for March: Bank Reconciliation
- Reviewed and authorized Journal Entries for April: LWGC Revenues, Prop tax/REET remittance revenues, Police Dept OT allocation charges, Banking fees for March Analysis, and Court Revenues remittances.
- Meeting with King County/Chief/City Manager on Cost Impacts of Police Services Contract for 2022 and beyond, & 2021 Reconciliation
- Conducted Finance Committee Meeting
 - First discussion on Community Grants Timeline and Funding with ARPA resources
- Community Grants anticipated mid-July live date
 - Assigned tasks for website update/social media preparation
- Presented Budget Amendment to Council on 5.23.22
- 2023-2024 Budget Process
 - Commenced preparation of Finance operating budget
 - Initiated workshops with IT/GIS/AP for operating budgets
 - Budget Planning workshop w/Finance team
 - Modification required to Questica Cost Centers and accounting gl codes because of Reclassifications/reorganization.
 - Meeting with Finance Staff on potential budget impacts from Council meeting related to Community club house, code enforcement, and equipment/vehicle replacements.
 - Department workshops conducted:
 - HR/Risk Management Operating Budget
 - Capital Projects: Transportation, SWM, and Parks Capital projects
 - Met with Muncast vendor on preliminary Revenue Data next steps
 - Provided remaining sales tax data from 2018-2021
 - Provided debt schedule information
 - Reviewed estimated 2022 actuals with large variances to discuss in next meeting.
- Contracts
 - Reviewed TIG for an extension with IT Manager
 - Reviewed/completed Avidex Change Order and original contract with IT Manager
- Miscellaneous
 - Banking Authorizations: Payroll & Accounts Payable EFTs
 - 2021 Financials-made recommendations on MD&A
- New Project Analysis
 - Fleet Mgmt. Analysis: provided inventory sheet for Public Works & Parks/Recreation to complete necessary data to provide to vendor.
- Miscellaneous
 - Planned for upcoming GFOA Conference

DEPARTMENT UPDATE (continued)

IT/GIS

- GIS Desk
 - Website updates
 - Data requests
 - GIS data updates
 - Updated SWM Features along 215th Ave SE
 - Updated SWM Features for Momiji Grove
 - Pipes, Clean Outs
 - Updated Property and Road Features for Momiji Grove
 - Sidewalks, Property Subdivision
 - Updated SWM Features for Marquee Mixed-Use Community
 - Catch Basins, Clean Outs, Filtration Vaults, Infiltration Galleries, Pipes
 - Field Collection for SWM
 - Park Place
 - Outlet at Lake Lucerne
 - 216th Ave SE
 - Updated Address
 - Wilderness Crest Short Plat new parcels
 - Added new fields to SWM Private Inspections Layer
 - Primary Business Name
 - Primary Business Location
 - Snow Route data changes
 - Map production and support
 - Updated Comp Plan Map for CD department
 - SWM CIP Project Map for Council Packet
 - GIS Support
 - Searched for Sun Ridge at Elk Run Div. 2 As-Builts
 - Calculated lot numbers for PW presentation for PSRC
 - Fixed Geocoder
 - Installed, configured, and administered some basic training for ArcMap for Engineering
 - Worked with Adam to update GIS Server's security certificate
 - Cityworks support
 - Set up Cityworks training with new park maintenance FTEs
 - Parks Maintenance Training and Refresher
 - Updated Pesticide Application Inspection Form:
 - Made most fields required
 - Added Brandyn Winkley's State License info
 - Created a Saved Search
 - Added "bookmarks" to the Cityworks Map for Parks
 - Printing Services Troubleshoot
 - Reset Service
 - Advised on work around while IT fixes certificate expiration
 - Submitted support case with Cityworks

DEPARTMENT UPDATE (continued)

- See Click Fix support
- Contracts and agreements
- Training and Development
- Other
 - GIS Budget
- IT Administration/Support
 - Help Desk Ticket & Support
 - Transferred last staff member off Verizon
 - Working with Recreation on Summer staff resources
 - Assisted with Council interviews
 - Worked on summer program planning for rec and hardware allocations for staff
 - Supported monthly support submitted through ticket system
 - Configured Lodge main projector with Airtame (sound balance issues) and provided first version of informational document
 - Training Support
 - AV Equipment setup/functionality hands on training at Maple Room conducted with: PW Director & Parks/Rec Staff
 - Created User help guide documentation for Airtame and Owl usage for the City Hall Large Conference Room
 - Projects
 - Worked with TIG on updated Firewall and Switch quotes
 - Finalized Cellular data plans with T-Mobile and Verizon cancelations
 - Administration
 - Troubleshooting Server Room Power issues
 - Submitted Purchase Order request for replacement UPS Devices
 - Started Network upgrade purchase Consent for 5/23 Council Meeting
 - Auditing Active Directory and Other internal account management
 - Configured new Access Point for EOC with MVCH SSID
 - Created/Testing Automatic Deployment Rules for Windows Updates (SCCM)
 - Worked with Lumen on EOC Internet Circuit upgrade
 - Installed network drops for Rainier Room
 - Attended Economic Development Committee Local Intel demo/review for website integration
 - Created strategy for user UPN (user principal name) updates to match email addresses
 - Finalized the updated TIG support agreement to include network project support (pending budgetary and director approval)
 - Worked on Active Directory on premise versus cloud-based account configuration
 - Starting restructure of new TIG contract for remainder of the year with remaining budget allocation
 - Completed PO Request for Network Refresh project following council consent

CAPITAL IMPROVEMENT PROJECTS

Public Works Transportation Capital Improvement Projects

2022 Annual Asphalt Overlay Program (T-23):

Design Consultant: King County

Construction Management: City PW Inspector/King County

Construction Contract: TBD

Construction Bid Award: TBD

Construction Start: Summer of 2022

Construction Substantial Completion: End of Summer, 2022

Construction Final Completion: September 2022

Description:

The interlocal agreement between Maple Valley and King County authorizes King County to perform all or any part of the construction, repair, and maintenance of streets for a mutually agreed upon cost based upon unit costs obtained from the County's bid. The interlocal agreement provides Maple Valley economy of scale and an efficient means of accomplishing the City's annual (2022) overlay project.

The 2022 annual overlay program included streets in the Springhaven neighborhood. The overlay streets are as follows:

SE 253rd Place from SR 169 to SE 256th Street

Current Status:

King County finalized the 100% PS&E for advertisement.

King County is planning for project advertisement by the end of May 2022. Work is anticipated to commence in July and take about 70 working days for the county-wide pavement preservation project.

Past Milestones:

Staff sent a Discretionary Request to King County to include the City's overlay program streets in their 2022 Countywide Pavement Preservation Program.

30% design kick-off meeting was held.

Staff reviewed the overlay scope of work with King County on the field for inclusion to the King County 2022 Countywide Pavement Preservation Program.

King County prepared the cost estimate for staff review and scheduled the 90% design meeting for March 8, 2022.

City Council approved a 2022 budget of \$360K for T23.

Staff attended the 100% PS&E coordination meeting with King County this week.

Witte Road – SE 249th Place to North of SE 254th Place (T28b Phase 3 North)

Design Consultant: PBS Engineering and Environmental, Inc.

Construction Management: KBA

Construction Contract: Ceccanti (North corridor project)

CAPITAL IMPROVEMENT PROJECTS (continued)

Construction Bid Award: May 10, 2021 (North corridor project)

Est. Construction Date: May 2021

Construction Substantial Completion: September 2021

Construction Final Completion: TBD

Description:

Phase 3 North includes development of a full-road rehabilitation for the Witte Road corridor north of the SE 254th Place intersection through SE 249th Place. Specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, and utility undergrounding. The Phase 3 North project also includes the Jenkins Creek culvert replacement crossing Witte Road SE.

Current Status:

Ceccanti is still working on other punch list items.

Staff is reviewing dates for ribbon cutting.

Past Milestones:

- Council awarded the design contract to PBS for the roundabout and culvert replacement project at 254th Place.
- The design kick-off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.
- Staff provided City Council an update on the roundabout project in September 2020. Staff communicated Council's comments on design to the design team.
- Consultant provided 30% drawings for staff review.
- WSDOT approved the Right of Way Procurement Procedures.
- Staff worked with the consultant to review design options for the golf course storage area access.
- Staff reviewed staging options for construction. Staff also reviewed phasing options for construction and presented a project update with these options to City Council.
- Staff reviewed 95% drawings and project documents and returned comments to the consultant.
- Council approved a design contract amendment for PBS to complete the PS&E for splitting the Phase 3 project into a two-phase project.
- Staff and the consultant completed 100% PS&E for the Phase 3 North project.
- Council provided direction for staff to split the project into a northern project and a southern project. The northern project (Phase 3 North) was advertised in March 2021 and will begin construction early this summer (2021).
- Staff prepared and submitted the SEPA checklist for the Phase 3 South project.
- City Council approved the consultant contract to KBA for construction management of the Phase 3 North project.
- Staff received approval for the stormwater permit for the North Phase of the project from the DOE.
- Staff applied for Senator Patty Murray's and Congresswomen Kim Schrier's requests for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022
- City Council awarded the construction contract to Ceccanti during the May 10, 2021 City Council meeting.
- City Council approved the consultant contract to KBA for construction management of the Phase 3 North project.

CAPITAL IMPROVEMENT PROJECTS (continued)

- Staff obtained easements for the Phase 3 North project.
- Staff started procurement of the box culvert for replacement at main stem Jenkins Creek.
- Ceccanti began construction on May 17, 2021.
- Soos Creek completed their sewer main relocation.
- Ceccanti completed installation of the culvert, joint utility trench, block wall, waterline, curb and gutter, storm sewer, paving, and striping throughout the project.
- The road was final paved and opened for the Ironman event.
- A walkthrough was completed to identify punch list items.

Witte Road – North of SE 254th Place to SE 256th Street including 254th Roundabout (T28b Phase 3 South)

Design Consultant:	PBS Engineering and Environmental, Inc.
Construction Management:	TBD
Construction Contract:	TBD
Construction Bid Award:	TBD
Est. Construction Date:	2023
Construction Substantial Completion:	TBD
Construction Final Completion:	TBD

Description:

Phase 3 South includes development of a full-road rehabilitation for the Witte Road corridor north of the realigned SE 256th Street intersection to north of SE 254th Place. Specific project enhancements include pavement upgrade, sidewalk installation, bike lanes, drainage improvements, retaining walls, utility undergrounding, and intersection upgrades. Phase 3 also includes construction of a roundabout at the intersection of Witte Road/254th Place, a fish passage culvert at SE 254th Place, and daylighting of the culvert at 220th Avenue SE.

Current Status:

- Staff and design consultant PBS continue to work on completing the 100% design documents.
- Staff continues to work on ROW documents.
- Staff and the consultant continued to finalize the illumination design and pedestrian connection from 220th.
- Staff and the consultant design team met with environmental permit review agencies on this project.
- The CD-PW director submitted a grant application to apply for PSRC King County Countywide Funding Competitions for construction funding of this project, and made a project presentation to the project selection board in May.

Past Milestones:

- Council awarded the design contract to PBS for the roundabout and culvert replacement project at 254th Place.
- The design kick-off meeting was conducted.
- Staff submitted the TIB grant application for the roundabout project.
- Staff provided City Council an update on the roundabout project in September 2020. Staff communicated Council's comments on design to the design team.
- The consultant provided 30% drawings for staff review.
- WSDOT approved the Right of Way Procurement Procedures.

CAPITAL IMPROVEMENT PROJECTS (continued)

- Staff worked with the consultant to review design options for the golf course storage area access.
- Staff reviewed staging options for construction. Staff also reviewed phasing options for construction and presented a project update with these options to City Council.
- Staff reviewed 95% drawings and project documents and returned comments to the consultant.
- Council approved a design contract amendment for PBS to complete the PS&E for splitting the Phase 3 project into a two-phase project.
- Staff and the consultant completed 100% PS&E for the Phase 3 North project.
- Council provided direction for staff to split the project into a northern project and a southern project. The northern project (Phase 3 North) was advertised in March 2021 and will begin construction early this summer (2021).
- Staff prepared and submitted the SEPA checklist for the Phase 3 South project.
- Staff applied for Senator Patty Murray's and Congresswomen Kim Schrier's requests for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022.
- The City's lobbyist met with federal congressional representatives regarding funding for this project through federal infrastructure stimulus monies. The bill was approved by the Senate and is with the House of Representatives this month.
- Staff addressed Army Corp permit review comments.
- A design contract amendment was approved by City Council at the January 10, 2022 meeting for additional scope of works as part of the final designs.
- The 2022 TIP budget was presented to City Council at the February 28, 2022 meeting and the budget was approved to plan for the construction phase of this project in 2023 if federal funds are available.
- Staff made a presentation to the King County Regional Funding Committee this month. Unfortunately, the project wasn't competitive to be selected for regional funding competition but is on the contingency list.

SR 169 Widening – SE 253rd Place to SE 260th Street (T-45)

Design Consultant:	PBS Engineering and Environmental, Inc.
Construction Management:	TBD
Construction Contract:	TBD
Construction Bid Award:	TBD
Est. Construction Date:	TBD

Description:

This SR 169 corridor project will improve traffic operation, safety, access management, and non-motorized amenities in the vicinity of the Legacy Site between SE 260th Street and SE 253rd Place. Proposed improvements include widening SR 169, sidewalks, and bicycle lanes on both sides of the highway, street lighting, surface water enhancements, and intersection improvements at SR169/SE 260th Street and SR 169/SE 253rd Place. Access improvements at Rock Creek Elementary School and the Legacy Site will also be evaluated.

Current Status:

- Staff and the consultant are continuing to develop a preferred design alternative.
- WSDOT provided initial review comments on the preliminary design alternative. Staff is reviewing comments and preparing responses. Staff met with the WSDOT review team the first week of May and is continuing coordination on comments and alternatives.

CAPITAL IMPROVEMENT PROJECTS (continued)

- Staff continued to provide response to the Lake Forest Estate HOA and Springhaven HOA on their comments/questions regarding the preliminary design alternative.
- Staff attended the May 10, 2022 Tahoma School Board meeting to provide project updates.
- Consultant is working with WSDOT Department of Archaeology and Historic Preservation to obtain APE and SHPO concurrences for the project.
- Consultant completed the geotechnical boring of the project in May.
- The CD-PW director submitted a grant application to apply for PSRC King County Countywide Funding Competitions for construction funding of this project, and make a project presentation to the project selection board.
- Staff will continue to pursue other funding opportunities including a potential TIB grant application.

Past Milestones:

- Staff met with Lori Cloud (Tahoma School District) to provide an update on design and the new schedule.
- The team submitted a traffic analysis to WSDOT with intersection improvement alternatives.
- Staff met with the Lake Forest Estates HOA and discussed intersection improvement alternatives.
- Staff provided a written response to the October 31, 2019 letter from the Lake Forest Estates HOA.
- Public Open House No. 1 was held on September 10, 2019.
- The topographic survey is mostly complete.
- Traffic counting is complete.
- Staff met with the School District to discuss options for the school entrance.
- Staff responded to Lake Forest Estates HOA complaints on responsiveness and transparency.
- Staff applied for Congresswoman Kim Schrier's request for infrastructure projects.
- Staff applied for Senator Patty Murray's request for infrastructure projects.
- Staff applied for Congresswoman Kim Schrier's earmark Community Grants program for 2022.
- Staff responded to follow up questions on the project from Congresswoman Schrier's office.
- City Council adopted the 2022-2027 Six Year TIP including design for this project to be in 2022 and construction to be in 2023 and 2024 depending on grant funding.
- Staff met with the Lake Forest Estate HOA and responded to public comments from the public hearing on the Six Year TIP.
- Staff met with the Springhaven HOA board members to provide project updates.
- Staff met with design consultant PBS and the design team in November 2019 to have a design restart kick-off meeting.
- Staff and the design consultant team restarted the preliminary design of the project.
- The design team updated traffic data and survey information for the project.
- Staff met with the Tahoma School District staff for a project coordination meeting.
- Staff met with members of the Lake Forest Estates and Springhaven HOAs to review the preliminary design process.
- Staff met with WSDOT to review the preliminary design.
- Staff met with a Farmers Market board member to provide a project update.
- Staff provided City Council updates on the project during the City Manager's report at the January 24, 2022 City Council meeting.
- Staff made a presentation to the King County Regional Funding Committee in April. Unfortunately, the project wasn't competitive to be selected for regional funding competition but is on the contingency list.
- Staff and the design consultant met with King County Metro for preliminary design coordination.

CAPITAL IMPROVEMENT PROJECTS (continued)

SR 169 Widening – SE 240th Street to SE 244th Street (T-36)

Design Consultant:	David Evans and Associates
Construction Management:	TBD
Construction Contract:	TBD
Construction Bid Award:	TBD
Est. Construction Date:	TBD

Description:

The second segment in the series of capacity improvements on the SR 169 corridor, this project adds an additional lane in both directions to include center turn lanes, sidewalks, bicycle lanes, improved transit stops, street lighting, and enhanced storm drainage. This eliminates a bottleneck for traffic traveling to and from SR 18 and the Wilderness Village shopping area.

Current Status:

- The project design is not expected to start up again until 2022 based on the adopted 2022-2027 Six Year TIP and 2022 TIP budget.
- The design consultant completed the survey at the intersection of SR 169/SE 240th Street.
- The design consultant completed the geotechnical report.

Past Milestones:

- The consultant submitted the Intersection Control Evaluation (ICE) to WSDOT.
- Staff submitted the Area of Potential Effect letter to WSDOT.
- The consultant completed the geotechnical exploration on SR 169.
- The Consultant is assessing a roundabout and signal at the SE 244th Street intersection consistent with WSDOT Intersection Control Evaluation (ICE).
- Traffic analysis has concluded signal warrant met at SE 244th Street.
- Topographic survey is complete.
- Traffic counts have been completed.
- WSDOT provided comments on ICE evaluation.
- City Council adopted the 2022-2027 Six Year TIP including design for this project to be in 2022 and 2023, construction phase to be in 2024 and 2025 depending on grant funding.
- Staff responded to public comments from the public hearing of the Six Year TIP.

SE 231st Street Extension Project (T-48)

Design Consultant:	David Evans and Associates
ROW Acquisition:	Fall/Winter of 2021
Construction Management:	David Evans and Associates
Construction Contract:	Active Construction Inc. (ACI)
Construction Bid Award:	May 9, 2022
Est. Construction Date:	Mid-June 2022

Description:

This project creates an urban collector connection through the former Hayes Gravel pit, providing a direct access to the SR 18 interchange. This urban collector connection will provide one lane in each direction, lighting, sidewalks, planter strips, and bicycle lanes on both sides.

Current Status:

- Staff brought the bid award to Council on May 9, 2022, and Council awarded the project to Active Construction, Inc.
- The Pre-Construction meeting is scheduled for June 9, 2022 with construction anticipated to start the week of June 13, 2022.
- Staff updated the project website.
- Staff is coordinating with PSE on the installation of additional conduit for potential future use at the Amazon Facility.

Past Milestones:

- Staff met with TIB on preparing for grant application in 2021.
- Staff worked on reviewing the Amazon Fulfillment Center project to ensure approval conditions and improvements are in place for supporting the T48 project.
- Staff created a project website and provided FAQ for public outreach <https://www.maplevalleywa.gov/departments-services/public-works/capital-improvement-projects/t-48>
- Staff approached the property owner to start the communication of Right of Way purchase for the project.
- Staff provided responses for public inquiries regarding the T48 project and the Amazon Fulfillment Center project.
- City Council approved the design contract with DEA on March 22, 2021 to provide professional engineering services for the project.
- Staff executed a service contract with the Contract Land Staff consultant to perform an appraisal for ROW.
- The design contract with DEA was executed and signed.
- ROW consultant Contract Land Staff ordered title reports to perform an appraisal for ROW.
- The design kickoff meeting with DEA was held.
- Project design is started.
- ROW appraisal is started.
- Staff provided responses for public inquiries regarding the T48 project and the Amazon Fulfillment Center project.
- Design is currently underway towards 30% plan.
- ROW appraisal is completed for staff to review.
- Traffic study for the project is completed for staff to review.
- Staff and the consultant worked on preparing the online Public Open House.
- Staff and the consultant worked preparing the SEPA checklist.
- Staff and the consultant worked on preparing the EZ/PROJECT REVIEW FORM for submittal to the Department of Archaeology and Historic Preservation.
- An online Public Open House was held from July 21, 2021 to August 1, 2021.
- The SEPA determination of DNS was issued on August 12, 2021.
- Staff responded to public comments received from the SEPA process.
- Department of Archaeology and Historic Preservation permit was issued.
- Staff prepared and submitted TIB grant application on August 13, 2021 for construction funding of the project.
- Staff met with the Amazon public outreach team for updates of both development and city projects.
- Staff completed the review of the 60% design plans and specs.

CAPITAL IMPROVEMENT PROJECTS (continued)

- ROW acquisition is underway. Purchase and Sale Agreement was approved by City Council at the September 27, 2021 meeting.
- Staff submitted a TIB grant application in 2021. TIB announced the project selections in November, and T48 wasn't selected for grant funding among the 284 project applications TIB received.
- ROW Acquisition was complete on December 21, 2021.
- Final engineering survey was completed.
- 2022 TIP budget was presented to City Council at the February 28, 2022 meeting and was approved to start the construction phase of this project in 2022.
- The project was advertised on April 8, 2022, with construction starting in late May or early June.
- Staff received and opened 14 bids from contractors for the project on April 22, 2022.

High Reflectivity Roadway Delineation Project (T-27d)

Design Consultant:	Design in house
ROW Acquisition:	NA
Construction Management:	TBD
Construction Contract:	TBD
Construction Bid Award:	TBD
Est. Construction Date:	Summer of 2022

Description:

This project provides for installation of high reflectivity pavement marking and signage in areas without streetlights where fixed objects are present and could present a future risk of crashes. Work elements include the installation of profiled retroreflective edge striping on both sides of the street, reflective raised pavement markers at utility poles and large trees, RPMs on center medians and roundabout/traffic circle curbing at the top of the curb, MUTCD Type OM2 reflective signage on utility poles and large trees, reflective signpost wraps on existing stop signs, speed limit signs, and warning signs.

The City applied for the 2020 Highway Safety Improvement Program (HSIP) for this project and was successfully awarded \$484,200.

Current Status:

- Staff provided update to WSDOT Local Program on construction funding obligation.
- Staff started the project design in-house for construction later in Summer of 2022.

Past Milestones:

- The City applied for the 2020 Highway Safety Improvement Program (HSIP) for this project and was successfully awarded \$484,200.
- Project was adopted in the 2022 Six Year TIP.
- Project was approved and adopted by PSRC as statewide STIP project.
- Council approved the resolution to accept the grant funding and authorized the City Manager to sign a Local Agency Agreement with WSDOT for funding obligation.
- Staff worked with the WSDOT Local Program to submit the funding obligation package for the PE design phase.
- Approval was received from the WSDOT Headquarters to start the PE design phase using the funding as obligated.

CAPITAL IMPROVEMENT PROJECTS (continued)

- PSRC updated the regional STIP for the PE design phase.

Public Works Surface Water Capital Improvement Projects

Staff has finalized prioritization criteria for CIP projects with support from Public Works Staff as part of the Storm and Surface Water Comprehensive Plan development. The Comprehensive Plan Consultants, AltaTerra and Herrera, are preparing summary sheets for all projects prioritized through this process, which will provide reasoning for the project as well as a planning level cost estimate. During May, the consultants completed draft summary sheets and cost estimates for all of the Capital Projects and staff provided comments.

S-10 2021 Storm Water Ponds Retrofit Project

This project scope includes retrofitting four existing stormwater retention ponds that will improve surface water quality within the City. The scope of work includes lining of the treatment cells, re-establishment of slopes, berms, and access to facilitate maintenance, and the removal of accumulated sediment, debris, and vegetation. The City was awarded \$45,000 from the King County WaterWorks grant program in 2019.

Current Status:

- Staff is working with the adjacent property owners to obtain temporary construction easements for the remainder of the grading and restoration work. Staff provided the property owners with a letter confirming commitments the City will make to the quality and type of work to be completed along with the Temporary Construction Easement documents.
- Staff worked with David Evans and Associates to develop the scope and fee for construction inspection and management services for the remainder of the project.
- Staff is working with the contractor to monitor the weather as well as the TCE obtainment to schedule a start date.

S-12 Miscellaneous Drainage Improvements

This project includes small improvements to drainage within the City.

Current Status:

- Staff worked with Covington Water District to draft an Interlocal Agreement for reimbursement from Covington Water District for their portion of surface and asphalt restoration for the 277th Place Settlement Repair. Covington Water District has signed the ILA and staff have prepared the Council Agenda item for the June 13, 2022 City Council meeting.
- Staff received bids for the additional soil placement in Cedar Downs over the conveyance and storage pipe. Maroni Construction was the low bid and staff are preparing a contract and scheduling work based on weather.

S-17 Cedar Downs Water Quality Improvement Project

This project includes a drainage study of Cedar Downs and Cedar Downs Village areas to identify flow control retrofit opportunities to reduce flooding issues and improve three existing water quality facilities. The City contracted with Parametrix to perform the study of this area and provide an alternatives analysis as part of the first phase of this project in 2020. Based on the alternatives proposed and the cost impact, the City moved into Phase 2 of design with Parametrix in 2021 with construction of the improvements to the flow control and water quality vaults in the north end of Cedar Downs in 2023.

CAPITAL IMPROVEMENT PROJECTS (continued)

Current Status:

- Based on the SWM CIP discussion at the May 23, 2022 City Council meeting, this project is being delayed for construction until 2026. Staff is working with Parametrix construction to wrap up design in July of 2022 and will work with grant providers to extend grant timelines.

S-18 Witte Road Driveway Culvert Replacement

This project includes the design, permitting, and construction of culverts to replace three driveway culverts that convey South Fork Jenkins Creek. These three culverts are undersized and deteriorating, which is causing upstream flooding of 222nd Court SE and residential properties, and prevents fish passage. This project requires coordination with the downstream S-19 (T-28b Phase 3 Roundabout project) to avoid moving flooding downstream.

Current Status:

- Staff modified the planned 2023-2024 budget and CIP Plan to reflect the prioritization of the CIP projects that was produced as part of the Storm and Surface Water Comprehensive Plan. This project was determined to be the top-ranked project and therefore, other projects were shifted back to allocate staff time and budget to this project. The proposed CIP plan was presented to City Council on May 23, 2022 and did not receive any comments on the CIP schedule.
- Staff talked with the local habitat biologist from the Washington Department of Fish and Wildlife to discuss the permitting process for the work. It is possible the City could shore up the existing culverts that are failing as long as construction of the replacement culverts occurs within five years. This replacement in kind will not be completed unless approved by Council.
- Staff met with property owners who live off the driveways to discuss the proposed project.
- Staff submitted an application for a \$450,000 grant from the King County Flood Control District for design and construction of this project.

S-19 SE 254th Place Culvert Replacement

The culvert that conveys South Fork Jenkins Creek under SE 254th Place has been determined to be undersized for flow conveyance as well as fish passage and is damaged, which has reduced capacity. The City plans to design and install a box culvert to replace the existing culvert to provide both flood reduction and ecological benefits. Due to the modification to project T-28b Phase 3 to include a roundabout at SE 254th Place, this project has been prioritized and will be designed by PBS Engineering and Environmental as part of the T-28b Phase 3 project in 2020 and 2021. The construction of this portion of the project along with the roundabout is planned for 2022. The City has been awarded a \$150,000 grant from the King County Flood Control District for the design and construction of this project with an additional \$40,978 from the King County Flood Control District Subregional Opportunity Fund.

Current Status:

- As part of the proposed TIP and SWM CIP plans, this project along with the T-28b Phase 3 Roundabout will be constructed in 2023 and 2024. If the 2023-2028 TIP is approved in late June, staff will work with permitting agencies to finalize the permit for this project.

S-24 Lake Wilderness Country Club Drive Culvert Replacement

This project includes the design, permitting, and construction of a culvert to replace the undersized culvert that conveys Jenkins Creek under Lake Wilderness Country Club Drive. This culvert results in flooding upstream of residential crawl spaces, the golf course and 224th Avenue SE.

CAPITAL IMPROVEMENT PROJECTS (continued)

Current Status:

- Staff modified the planned 2023-2024 budget and CIP Plan to reflect the prioritization of the CIP projects that was produced as part of the Storm and Surface Water Comprehensive Plan. This project was determined to be the third ranked project (behind S-18 and S-19) and therefore other projects were shifted back to allocate staff time and budget to this project. The proposed CIP plan was presented to City Council on May 23, 2022 and did not receive any comments on the CIP schedule.
- Staff submitted an application for a \$150,000 grant from the King County Flood Control District for design of this project.

DEPARTMENT UPDATE

Traffic Operation Management

- Staff responded to 14 citizen action requests in May regarding traffic concerns, signage, parking, pavement markings, and street lighting.
- Staff continued to coordinate with WSDOT on evaluation of speed limits on the SR 169 corridor. WSDOT completed the speed data collections on SR 169 and reviewed the speed study results with staff to finalize their recommendation.
- For the school district's new school bus stop location on SR 169 north of SE 250th Place, staff coordinated with WSDOT on the completion of signage installation, and our PW maintenance crew completed the installation of the concrete landing pad. Staff is coordinating with King County's traffic group on the installation of the crosswalk marking on SE 250th Place.
- Staff is coordinating with the King County traffic group on repainting the thermoplastic markings on SE 231st Street in front of the King County Sheriff's office.
- Staff made field assessments on school drop-off/pick-up traffic in the Springhaven neighborhood behind Rock Creek Elementary School.
- WSDOT repaired the crosswalk signal at the SR 516/216th intersection.
- King County started the citywide restriping the last week of May.

Public Works Maintenance

Surface Water

- Crews placed an order and picked up materials from HD Fowler for catch basin repairs. The work is weather dependent, however, crews have begun to work on some of our 33 catch basin repairs that will need to be performed this spring/summer.
- Crews replaced inspection ports on a modular wetland located off SE 216th Street.
- Crews performed storm water facility mowing on 10 storm water facilities located in Spring Haven, Belmonte, Belmonte Court and Terrawood neighborhoods.
- Crews cut up and removed a fallen cotton wood tree as well as repaired some fencing damaged by that tree off Witte Road.
- Walker has been assisting John with traffic control for some catch basin cleanings being performed as night work.



DEPARTMENT UPDATE (continued)

Roadway

- Crews placed a 'Notice of ROW Vacationing' sign off Witte Road near the new Amazon facility as required for consideration of ROW vacationing of the Black Diamond-Renton Road.
- Crews fixed a leaning sign off 237th Avenue SE.
- Crews received a shipment of street signs from King County for future installments, as well as to keep some stock at our maintenance facility.
- Crews performed pothole maintenance on SE 265th Street.
- Crews installed two signs for the SE 231st Street road connection project.
- Crews placed reader boards for the Police Department for the June 4, 2022 bike race event.

Facility/Equipment Maintenance

- Crews performed equipment maintenance on both boom mowers as well as the remote mower.

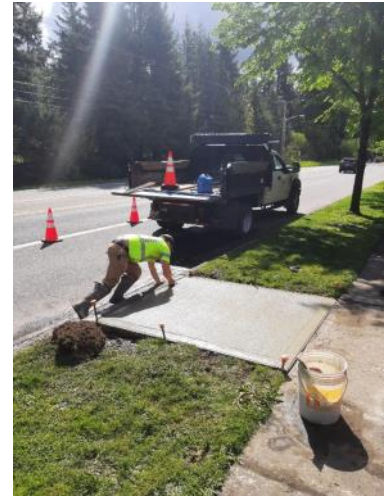
Roadside

- Crews cleared brush in our right of way off SE 240th Place.
- Crews installed two locks on two entrances to the King County Trail.
- Crews cut up and removed a fallen tree in the right of way off Witte Road.
- Crews applied herbicides to weeds along the Maple Valley Highway wall as well as several other locations around the City.
- Crews performed landscape maintenance along Maple Ridge Way, on Maple Valley Highway from SE 231st Street, south to SE 240th Street, Witte Road from Maple Valley Highway to SE 240th Street, on Kent Kangley and SE 228th Street from Witte Road to the west entrance of the Tahoma School District roundabout.
- Crews performed roadside mowing along Wax and Witte Road.
- Crews completed landscape mow routes.
- Crews landscaped the following areas:
 - SR 169; both sides of the roadway from Kent Kangley to SE 264th Street.
 - Kent Kangley; both sides of the roadway from Summit Landsburg to 238th Avenue SE.
 - 238th Avenue SE from SE 264th Street to Kent Kangley.
 - 242nd Avenue SE; both sides of the roadway from SE 264th Street to Kent Kangley.
 - SE 267th Place center roundabouts from Witte Road to Kent Kangley.
 - 228th Avenue SE roundabout.
- Crews removed a landscape tree for better visibility of the advertisement board on SR 169 near the intersection of SR 169 & Witte Road.
- Crews removed four sections of damaged chain-link fencing at the entrance to the trail to the open spaces located in Maple Woods. Instead of replacing the chain link fence, we decided to use huge rocks to line where the four sections had previously been located.

DEPARTMENT UPDATE (continued)

Sidewalks

- Crews replaced several concrete sidewalk panels that were removed due to trip hazards along Maple Valley Highway and Kent Kangley.
- Crews poured a new concrete school bus stop pad along Maple Valley Highway near the Wilderness Hollow neighborhood.
- Crews placed message boards for anticipated Farmers Market traffic congestion
- Crews helped the Parks Department get all the Legacy Site parking lots prepped for the start of the Maple Valley Farmers Market. Our work there included...
 - *Hauling twelve tons of asphalt grindings.
 - *Delivering equipment, such as our excavator and backhoe.
 - *Assisting with removing contaminated soil from a vehicle accident which resulted in a small oil spill.
- The Public Works Maintenance Manager worked with several Parks Maintenance employees to train them on parking lot maintenance and grading techniques that utilize much of the equipment they currently use for park maintenance. This technique should also be helpful in maintaining the Lake Wilderness boat launch road.



Legacy Site



DEPARTMENT UPDATE (continued)

Surface Water Management

- **Education and Outreach**
 - Staff reached out to HOAs, the Lake Wilderness Citizens Advisory Committee, and prepared a social media post to advertise the Stormwater Management Action Plan basin prioritization survey.
 - Staff prepared Adopt-a-Drain social media posts for the week of May 9 through May 15, 2022.
 - Staff prepared an Adopt-a-Drain post for the City's Facebook page.
 - Staff attended the May 21, 2022 Farmers Market to perform outreach on Adopt-a-Drain, the basin prioritization survey and general stormwater education.
- **Storm and Surface Water Comprehensive Plan**
 - Herrera completed the final SWM Program Evaluation Report.
 - Herrera completed the CIP project summary sheets and cost estimates. Staff completed re-view and provided comments.
 - Herrera held interviews with staff from three other city's Surface Water Programs to compare private facility inspections and compliance enforcement. Staff will meet with the project team in early June to discuss results.
 - AltaTerra began preparing draft programmatic project summary sheets for staff review.
- **NPDES Permit Requirements**
 - Staff received questions from the Department of Ecology Permit Planner on the City's 2021 Annual Report and 2022 Stormwater Management Plan and met with the Permit Planner to resolve them. All questions were resolved and the City is considered to be in compliance with the MS4 Permit for 2021.
 - Staff began private stormwater facility inspections. Letters were sent out to 37 property owners/managers and seven inspections were completed.
- **Flooding Response**
 - Staff worked with the Parks Department on a drainage issue in Edinburgh.
 - Staff discussed ongoing backyard wetness with a property owner in Cedar Downs that occurred as a result of the City replacing a ditch with a pipe. Staff proposed an option for modifying the installed drainage system and is working with the property owner on this plan.

DEPARTMENT UPDATE (continued)

Parks

- Crews delivered parking stops to the Lake Wilderness Lodge for the safe walking path.
- **Operations and Maintenance**
 - Staff worked with the Parks Department on an accident and spill on the Legacy Site.
 - Staff trained Public Works Maintenance on the use of Cityworks Work Orders to track their work.
 - Staff met with the Covington Infrastructure Maintenance Manager to discuss issues with the joint street sweeper contract. The street sweeping company has recently been assigned a new contact, so staff plans to set up a meeting with him to show him the issues and if they are not resolved, staff will plan to not extend this contract in the fall.
 - Staff worked with the vector contractor, Action Services, to complete cleaning of catch basins on busy roadways during night work.
 - Staff responded to one spill report due to a Recology truck hydraulic line leak.
 - Staff prepared the 2023-2028 SWM budget and two tiers of proposed program enhancements for the 2023-2024 biennial budget. These proposed program enhancements were presented at the May 23, 2022 City Council Meeting.
 - Staff completed the SWM Operational Budget in Questica and promoted for manager review.
 - Staff provided Finance with the proposed 2023-2024 CIP budget.
 - Staff performed Hazardous Algae Bloom Monitoring on Lake Wilderness.
 - Staff attended the Our Green Duwamish Partner Meeting.
 - Staff attended the WRIA 8 Salmon Recovery Council Meeting.
 - Staff attended the APWA Stormwater Committee Meeting.
- **Lakes Program**
 - Staff responded to requests for more information about our lakes.
 - Staff worked on lake's coordination for Ironman.
 - AquaTechnex completed their survey of Lake Wilderness on May 3, 2022.
 - Staff held the second LWCAC meeting of 2022 on May 24, 2022.
 - Staff provided information to AquaTechnex on recommended treatment discussion from LWCAC.
 - Staff attended a training on operating the AV system for committee meetings at the Lodge.
- **Solid Waste**
 - Staff coordinated with Recology on customer service items.
 - Staff attended the MSWAC meeting.
 - Staff continued coordination for the next recycling event.
 - City Council approved the contract for the consultant, Epicenter Services, for the King County Solid Waste Rate Restructure.
 - Staff attended the Load Securement Staff Training.
 - Staff attended the King County Recycling Coordinators Meeting.
 - Staff coordinated with Recology on an idea for increasing the number of customers who use the yard waste service to divert more waste from the landfill.
 - Staff provided giveaway materials related to solid waste and lakes for the City's booth at the Farmers Market and helped to host the booth.
 - Staff created a social media post for Load Securement.

DEPARTMENT UPDATE (continued)

Community Development

A Site Development permit has been approved for a warehouse (tenant unknown) near the Amazon distribution center. Construction has begun for the site development permit for a large daycare (The Learning Experience) and a 35,000 square foot commercial building (tenant unknown) located on the empty parcel next to TRM Wood Products and building permit review is underway. The building permits for Bonaventure Senior Living have been issued and site development has begun. Since the passage of the Mixed-Use Zoning Code, staff has received numerous inquiries from commercial developers interested in projects in our commercial zones and have held two pre-application meetings. The pre-application meetings were for the Bitney Property south of Safeway and the Valley Medical Property behind QFC.

Monthly Permit/Inspections Metrics

Permit Applications Received: 94

Permits Issued: 83

Projects Submittals: 6

Building Inspections Completed: 337

Planning Commission

The Commission is close to concluding their review of the Right of Way material standards for Downtown. An open Public Hearing will be held June 1, 2022 and a recommendation to Council is anticipated on June 15, 2022. Following the Main Street review, the Commission will continue review of Comprehensive Plan updates for this year as indicated on their 2022 Work Plan. Staff attended training this month on the AV equipment in order that hybrid meetings may now be offered.

Legacy Site Development

Staff met with the Legacy Site Council subcommittee to prepare for a final recommendation to the full council anticipated for June meeting.

Residential Subdivisions and Available Lots

RESIDENTIAL SUBDIVISIONS AND AVAILABLE LOTS

File Number	Plat Name	Pre-Plat Approval	Potential Building Lots	Pre-Plat Expiration	Final Plat Approval	Approved Lots	Site Under Const.	Building Permits Issued				Available Building Lots
								Prior to 2020	2020	2021	2022	
CD0406-013	Ridge at Lake Wilderness	6/30/2004		N/A	2/25/2005	11	N/A	10		0		1
CD1309-002	Jordan's Crossing	7/31/2007		N/A	3/24/2014	15	N/A	15		0		0
CD0602-005	Edgestone Div I (Arbors 3)	7/18/2007		N/A	2/23/2017	48	N/A	45	2	1		0
PSP2002-001	Wilderness Crest	7/30/2020	6	7/30/2020	12/7/2021	6	N/A			3	1	2
CD0702-001	South Fork (Sunshine Grove)	7/31/2007		7/31/2007	4/25/2017	10	N/A	10				0
CD1506-007	Canton Crossing (Shavano)	2/9/2016		2/7/2021	5/22/2017	51	N/A	51				0
CD1308-004	Yellow Rock Road	4/1/2014		3/30/2021	8/24/2016	6	yes	6				0
FP2006-001	Momiji Grove (MV216)	8/30/2019	39	8/28/2024	9/18/2020	39	yes		7	32		0
CD0601-010	Wilderness Hills 3	12/11/2007		12/8/2017	2/12/2018	22	No	22				0
CD0702-010	Fox Pointe (aka Malloy)	10/5/2007		10/2/2017	11/28/2018	42	Yes	21	20	1		0
PSP1801-001	Sun Ridge at Elk Run 4 D 2 (Sawyer)	11/30/2018	9	11/28/2025	5/13/2021	9	No			3	6	0
CD1602-001	Overlook at Summit Park	3/22/2017	126	3/21/2022	Ph1 7/30/ Ph2 3/1/19	126	Yes	56	48	21		1
CD1610-005	Northpoint	3/28/2017	110	3/27/2022	3/5/2019	110	Yes	78	31	1		0
CD1604-003	Cedar Peak	6/29/2017	17	6/28/2022	No		No					0
CD1507-006	Tahoma Ridge	8/3/2017	71	8/2/2022	12/1/2020	71	Yes	1	2	68		0
CD1609-007	Zephyr Point	6/26/2020	6	8/7/2020	7/8/2021	6	Yes			6		0
CD1801-001	Meadowridge Park	7/10/2018	49	7/9/2023	8/19/2020	49	YEs		41	8		0
	Winters Short Plat	6/19/2020	3	6/19/2025	7/1/2021	3	Yes				3	0
FP1810-002	Edinburgh	5/19/2017	84	6/15/2017	6/11/2019	84	Yes	23	46	15		0
Total			520			708		338	197	159	10	4

Commercial Projects

File Number	Commercial Projects	Square Feet	Type	Status	Notes
DR2011-001	Emerald City Warehouse	15,681	New construction	Approved	Applied for site development
CD1707-003	Bonaventure at Maple Valley	180,212	New Construction	Approved	The applicant has been approved an extension on building permit start of construction until Feb 2022.
BLD2008-021	Maple Valley Business Park	387,218	New Construction	Approved	The Amazon building and parking lot are under construction and anticipate building occupancy in November 2021.
DR1912-001	The Learning Experience	10,122	New construction	Under Review	
CD1709-002/CD1709-003	CVS Pharmacy	13,162	New construction	Under Review	Design Review and Site Development were approved but no permits were issued.

Total: 606,395

Pre-Application Conferences

Preapplication Conferences

Type	2022 1st Quarter	2022 2nd Quarter	2022 3rd Quarter	2022 4th Quarter	2022 YTD
Commercial	2				
Residential	1	1			
Other Review Meetings					0
Totals	3	1	0	0	0

Updated 04/28/2022

Current Development Projects

